

# Directions for Completing the Excess Cost Public Placement Application

9/06

## Eligibility Criteria

Student must be placed outside of the domicile district by one of the following agencies: Division of Family Services, Division of Youth Services, Department of Mental Health, or a court of competent jurisdiction. The domicile of a student is the school district in which his/her parent(s) or legal guardian(s) reside. This district is where the student would return if released from state custody.

## Guidelines

**USE ONLY ONE APPLICATION PER DISTRICT. DESE WILL NOT ACCEPT MULTIPLE APPLICATIONS UNLESS PRIOR APPROVAL IS RECEIVED.** There are several versions of the application available to districts. Due to the automatic calculations, the district will need to choose the application that best fits the number of students they are submitting for excess cost reimbursement. **These instructions only apply to Version I – V.** Links to all supporting documentation needed to complete the application may be found at the PPF webpage at:

<http://www.dese.mo.gov/divspeced/Finance/PPFindex.html>

Version I - Complete for up to 25 students

Version II - Complete for up to 50 students

Version III - Complete for up to 100 students

Version IV - Complete for up to 200 students

Version V - Complete for up to 400 students

Version VI - For Special School District Use Only

Version VII - For Non IEP Component District Use Only

## Introductory Information – Cover Page

Type in the School District Name and County District Code on the top portion of Page 1 on the application.

Type in a contact name, an email address, a phone number, and a fax number. This person should be someone who can answer any questions the department may have regarding the application.

Type in the District's Calendar days from Core Data Screen 10.

All grey shaded areas on the application will automatically calculate as information is entered into the application.

## Student Worksheet

Indicate with a number "1" in one of the three columns in the *Placing Agency* section under the agency that placed the student. The four options are: Division of Family Services (DFS), Division of Youth Services (DYS), Division of Mental Health (DMH), or a Competent Court of Jurisdiction.

Type in each student's name, and social security number under the *Student Information* section. Indicate with a number "1" if the student has an Individualized Education Plan (IEP) under this same section.

Indicate with a number "1" in one of the three columns in the *School Setting* Section under the option that best fits the student's educational setting.

Option A - This option is for students who attend regular and special education classes within the district setting.

Option B - This option is for students who attend district operated separate classrooms/programs, such as residential or detention facilities.

Option C - This option is for students who have contractual placements with other school districts or approved private agencies.

Enter the enrollment dates of the student.

Type in the student's domicile district code, or the code stated below if one the following situations apply:

<u>Situation</u>	<u>Code</u>
Terminated Parental Rights	TPR
Orphaned	ORP
Parents Are Incarcerated	INC
Parents Are Out of State	OTS
Unknown	UNK

County District Codes can be found at the link on the PPF web page or at <http://www.dese.mo.gov/divadm/finance/local/2004-05%20Local%20Tax%20Effort.htm>. **If a code from above is used in place of a domicile district code, an Appendix C from the Public Placement Manual, or other appropriate documentation must be submitted with the application.** An Appendix C form is attached at the end of this manual. This form needs to be sent to the placing agency to determine the domicile district for each student with one of the codes above.

Enter the Local Tax Effort Rate for each domicile district code. These amounts can be found at the link on the PPF web page or at <http://www.dese.mo.gov/divadm/finance/local/2004-05%20Local%20Tax%20Effort.htm>. If the submitting district uses the codes listed above with the proper documentation, \$0 will be the Local Tax Effort Amount. If the submitting district used the codes listed above without proper documentation, DESE will use the submitting district's Local Tax Effort Rate to determine the revenue amount. Local Tax Effort is the amount of taxes, broken down per child, for which a district collects from local taxpayers, sales tax, businesses, and other sources.

Enter the student's total attendance days. Do not include ESY, as districts do not get paid Local Tax Effort for any extended school year.

After attendance is entered, ADA per student and the Local Tax Effort Revenue will automatically calculate.

Indicate with a “1” if the student received transportation services that were submitted to the state for transportation reimbursement. The totals at the bottom of the page will automatically calculate as information is entered into the application.

### **Section I – Basic State Aid Revenue**

Go to the link on the PPF web page for the Basic Formula Calculation sheet, or go to <http://www.dese.mo.gov/divadm/finance/schfinance.html>. Print the Basic Formula Calculation for your district for June 2006.

**Line 1 of the Application:** Enter the amount from Line D (*Payment Amount per EP*) of the Basic Formula Calculation sheet.

**Line 2 of the Application:** Enter the amount from Line B (*District Apportionment per EP*) of the Basic Formula Calculation sheet.

**Lines 3-8 of the Application** will automatically calculate from the information entered above.

**Line 9 of the Application:** Enter the total amount from Line 1 (*Total District Entitlement*) of the Basic Formula Calculation sheet. Be sure to choose the total (1A + 1B) amount. See highlighted example below.

1. DISTRICT ENTITLEMENT		
A. EP * OPER LEVY (MAX 2.75) * GTB/100 * PRORATION FACTOR		
2,528.98 * 2.750000 * 1,555.36 * 0.87935507		9,512,031
B. EP * OPER LEVY (ABOVE 2.75) * GTB/100 * PRORATION FACTOR		
2,528.98 * 0.888117 * 1,555.36 * 0.82935507		2,897,257
LINE 1 TOTAL (LINE 1A + 1B)		12,409,288

**Line 10 of the Application:** Enter the amount from Line E (*2004-2005 Payment EP*) of the Basic Formula Calculation sheet.

**Line 11 of the Application:** Enter the amount from Line 14 (*Total Free & Reduced Lunch – At Risk*) of the Basic Formula Calculation sheet. Be sure to choose the total (14A + 14B) amount.

**Line 12 of the Application:** Enter the F&R Lunch Count from Line 14 of the Basic Formula Calculation sheet. This is the first number listed in the formula. See highlighted example below.

14. FREE & REDUCED LUNCH - AT RISK		
A. F & R LUNCH COUNT * FACTOR * GTB/100 * OPER LEVY (MIN 2.75) * PRORATION FACTOR		
153.00 * .20 * 1,555.36 * 2.750000 * 0.86133225		

**Line 13 of the Application:** Enter the number of eligible students for F&R Lunch on **THIS** Application that were enrolled the last Wednesday of January 2006.

**Line 14 of the Application** will automatically calculate from the information entered above.

### **Section II – Local Tax Effort Revenue**

Local Tax Effort is the tax monies collected from tax payers, businesses, sales tax, and other sources in the district’s area. The amount allocated per child by district can be found at <http://www.dese.mo.gov/divadm/finance/local/2004-05%20Local%20Tax%20Effort.htm>.

**Line 15 of the Application** will automatically calculate based on the information entered on the student worksheet.

### **Section III – Transportation Revenues**

Districts will need to print a BU110 School Transportation Report form to complete this section. This form may be found at <http://www.dese.mo.gov/divadm/trans/districts/ReportIndex.html>. Be sure to use the report for JUNE 2005.

**Line 16 of the Application:** Enter the amount from the School Finance Audit Confirmation Report – Foundation Program Transportation (Revenue Code 5312).

**Line 17 of the Application:** Enter the amount from Line 8 (*Grand Total Eligible ADT*) of the BU110 State Transportation Aid Report.

**Line 18-19 of the Application** will automatically calculate based upon the information entered above.

### **Section IV – Part B Entitlement**

Districts will need to use the DESE Part B Spreadsheet for this calculation. This form may be found at <http://www.dese.mo.gov/divspeced/Finance/PartBCalcs.html>

**Line 20 of the Application:** Enter the amount of Part B Entitlement Funds from the DESE Spreadsheet.

**Line 21 of the Application:** Enter the child count from the DESE Spreadsheet.

**Lines 22-24 of the Application** will automatically calculate based upon the information entered above.

### **Section V – EPA Revenue**

**Line 25 of the Application:** Enter the amount of FTE for teachers that dealt directly with the IEP students on this application and are employed by the district. (A suggested method to find a proration factor is to take the number of IEP students divided by the average caseload per teacher)

**Line 26 of the Application:** Enter the amount of FTE for ancillary staff that dealt directly with the IEP students on this application and are employed by the district. FTE needs to be prorated based on time for these students only. Ancillary staff can include: Special Education Administrator/Supervisor, Process Coordinator, audiologist, education diagnostician, occupation therapists, physical therapists, orientation and mobility specialist, counselor, school psychological examiner, school social worker, school nurse, interpreter of the deaf, and psychologist.

**Line 27 of the Application:** Enter the amount of FTE for Aides that dealt directly with the IEP students on this application. FTE needs to be prorated based on time for these students only.

**Line 28 of the Application** will automatically calculate based upon the number of IEP students entered on the student worksheet.

**Lines 29 of the Application** will automatically calculate based upon the information entered above.

### **Section VI – Costs**

**A detailed description and documentation for all DIRECT costs listed in this section must be attached to the application. DIRECT costs are those costs directly associated with educating the children on the application, and not the costs incurred by the district for normal operations. For example, district administration, and overhead for district buildings are all costs associated with regular business operations. Costs for this application may include: teachers and aides hired specifically for the children on this application, supplies for classrooms specific to this application,**

**assistive technology, lease cost for space not owned by the district, and transportation specific to these students.**

### **Option A**

Use Option A for students on this application who attend regular or special education classes within the district.

**Line 30 of Application:** Enter the current expenditure per ADA from the ASBR Current Expenditure Report. Choose the last closed cycle of the ASBR.

**Line 31 of Application:** This line will automatically multiply the amount in line 36 by the ADA for the students listed in the Option A column.

**Line 32 of Application:** Enter the cost (salaries plus benefits) of personal paraprofessionals provided for students in Option A. This amount must be prorated if the paraprofessional served non-eligible students.

**Line 33 of Application:** Enter the cost of any assistive technology devices or services purchased for students in Option A.

**Line 34 of Application:** Enter the total cost of related services provided for students in Option A.

**Line 35 of Application:** Enter transportation costs for students in Option A who are not being transported on regular bus routes.

**Line 36 of Application:** Enter any other costs incurred by this district not covered in this section. An attachment describing unique circumstances and documentation is required.

**Line 37 of Application:** Total costs for Option A will automatically be calculated on this line.

### **Option B**

Use Option B for students who attend district operated separated classrooms/programs, such as residential or detention facilities.

**If these classrooms/programs are only serving students who have been publicly placed 100% of their direct operating costs may be claimed. If other students are also being served in these classrooms/programs all costs in this section must be prorated according to the number of students on this application who are served in the program as compared to the total number of students in the program.**

**Line 37 of Application:** Calculate the salaries and benefits for staff directly involved in operating this classroom/program. Enter the prorated amount on this line.

**Line 38 of Application:** Enter the cost of supplies/materials used by students in Option B.

**Line 39 of Application:** Enter the amount of assistive technology devices or services purchased for students in Option B.

**Line 40 of Application:** Enter the total cost of related services provided for students in Option B.

**Line 41 of Application:** If rent and utilities are paid by the district for this classroom/program, enter the prorated costs.

**Line 42 of Application:** Enter any other costs incurred by this district not covered in this section. An attachment describing unique circumstances and documentation is required.

**Line 43 of Application:** Total costs for Option B will automatically be calculated on this line.

### **Option C**

Use Option C for students who are receiving services through contractual placements with other districts or approved private agencies.

**Line 44 of Application:** Enter the total amount of tuition paid for the students listed under Option C.

**Line 45 of Application:** Enter transportation costs for students in Option C.

**Line 46 of Application:** Enter the total cost of related services provided for students in Option C.

**Line 47 of Application:** Enter the amount of assistive technology provided for students in Option C.

**Line 48 of Application:** Enter the cost of supplies/materials, if any, purchased for students in Option C.

**Line 49 of Application:** Enter any other costs incurred by this district not covered in this section. An attachment describing unique circumstances and documentation is required.

**Line 50 of Application:** Total costs for Option C will automatically be calculated on this line.

### **Section VII – Miscellaneous Revenues**

**Line 51 of Application:** Enter the total amount of miscellaneous revenues received by the district.

Miscellaneous revenues may include: Title I, Special Education Assistive Technology Grants, and Medicaid Reimbursement for Direct Services. Attach a detailed description of revenues to application.

### **Summary of Revenues/Costs**

Revenues and costs will automatically fill in from each section of the application to calculate the Excess Cost Amount.

Please have the Superintendent sign and date the application before submitting to DESE. The application is due October 14, 2006.

*Appendix C – Form – Information Request/Response*

**LEGAL RELEASE OF CONFIDENTIAL INFORMATION TO SCHOOL DISTRICT**

**SECTION A – To be completed by the school district/DESE**

Child's Name:

Date of Birth:

Social Security Number:

Departmental Client  
Number (DCN) if  
known:

Dates of attendance for  
billback:

\_\_\_\_-\_\_\_\_-20\_\_\_\_ to \_\_\_\_-\_\_\_\_-20\_\_\_\_

Request from:

\_\_\_\_\_ at \_\_\_\_\_  
(name of person) (school district)

By accepting this information I/we agree not to re-release any information or to use it for any purpose other than the administrative activities authorized by the cooperative agreement between DESE and the Division of Family Services.

**SECTION B – To be completed by the county DFS office liaison**

1. Was the above named child in DFS custody (LS-1) during the above listed dates?

\_\_\_\_yes \_\_\_\_no If yes, go to #2. If no, STOP!

2. Was the above named child placed in the above named school district during the dates specified?

\_\_\_\_yes \_\_\_\_no If yes, go to #3. If no, STOP!

3. Were the parents' rights of the above named child terminated either prior to or during the dates specified?

\_\_\_\_yes \_\_\_\_no If yes, STOP! If no, go to #4.

4. Please list the following information (if known):

Mother

Father

Address:

Address

State, Zip Code:

State, Zip Code:

DFS Liaison: \_\_\_\_\_ at \_\_\_\_\_  
(name) (county office)

Date: